

# Infinite Campus: TEDS Audit

## Quick Reference Card

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**Custom Report: TEDS Audit** – This custom report will assist district Career and Technical Education (CTE) administrators in verifying the accuracy of their reported TEDS Attend Hours comparing them to actual class time in qualifying CTE courses in the reported pathway. This report is intended to help districts prepare for their TEDS audit; therefore, it includes first semester or first trimester data only.

Review the [TEDS Step-by-step documents](#) for more information on how to properly calculate your student's TEDS Attend Hours.

**This report is intended for internal use only. These reports contain sensitive data and must be handled appropriately.**

**Selection Criteria:** Users should use the Campus Toolbar to determine which school year, district, and school to include in the report. Do not allow "All Years". Choose Detail by Pathway Report or Detail by Courses Report. Select Grade Level. Click the generate button.

**KDE Contact:** [Scott U'Sellis](#), Office of Career & Technical Education

**Pathway:** KY State Reporting | KDE Reports | TEDS Audit

*NOTE: Users must be granted access by the local KSIS administrator before they see this report.*

### Definitions:

- CIP Code – Classification of Instructional Program code used to select the appropriate career major.
- Pathway – Student's reported career pathway.
- Daily Attendance Hours - Total number of hours student receives instruction in career pathways in TEDS.
- Student Objective – Selection of student's primary objective for participating in selected TEDS program. Options are exploring and concentrator.
- Attendance HR Type – Daily attendance hour type is chosen on the TEDS tab. Semester or trimester.
- Scheduled Hours – Calculated time the student is in the valid scheduled course(s) in that pathway.
- Reported TEDS Hours > Scheduled Hours – Indicator whether the reported TEDS hours exceed qualifying scheduled hours in a pathway.

**Detail Report by Pathway Sample:** This report will be generated in excel format. Each row provides data for a single student in the selected district/school. It is sorted by student then pathway. A student may appear on more than one row if they are active in more than one career pathway. Qualifying scheduled hours are aggregated per pathway. The fields provided are Academic Year, District Number, District Name, School Number, School Name, SSID (state student ID), Last Name, First Name, Grade Level, CIP Code, Pathway, Student Objective, Pathway Start Date, Pathway End Date, Attend HR Type, Scheduled Hours total by pathway, TEDS Daily Att Hrs per Pathway, Reported TEDS Hours > Scheduled Hours, Report Run Date

Academic Year	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	Grade Level	CIP Code	Pathway	Student Objective	Pathway Start Date	Pathway End Date	Attend Hr Type	TEDS Daily Att Hrs Per Pathway	Scheduled Hours total by Pathway	Reported TEDS Hr> Scheduled Hours	Report Run Date
20212022	1	Great Britain	1	Hogwarts	1111111111	Potter	Harry	12	01.1101.00	Horticulture and Plant Science Systems	concentrator	8/24/2020		Semesters	1.18	2.58	0	8/8/2022
20212022	1	Great Britain	1	Hogwarts	2222222222	Weasley	Ron	11	46.0201.10	Commercial Carpentry Skilled Trades Track	concentrator	9/9/2020		Semesters	2.75	0.00	1	8/8/2022
20212022	1	Great Britain	1	Hogwarts	3333333333	Granger	Hermione	9	19.0403.00	Consumer & Family Management	Exploring	8/1/2021		Semesters	0.75	0.00	1	8/8/2022
20212022	1	Great Britain	1	Hogwarts	4444444444	Malfoy	Draco	12	50.0401.00	Graphic Design	concentrator	8/1/2019		Semesters	1.84	1.84	0	8/8/2022
20212022	1	Great Britain	1	Hogwarts	5555555555	Longbottom	Neville	11	01.0101.00	Agribusiness Systems	concentrator	8/14/2020		Semesters	1.18	1.18	0	8/8/2022
20212022	1	Great Britain	1	Hogwarts	5555555555	Longbottom	Neville	11	01.1101.00	Horticulture and Plant Science Systems	concentrator	8/15/2020		Semesters	1.18	0.00	1	8/8/2022
20212022	1	Great Britain	1	Hogwarts	6666666666	Olsen	Nigel	12	01.1101.00	Horticulture and Plant Science Systems	concentrator	8/15/2020		Semesters	1.18	0.00	1	8/8/2022
20212022	2	Great Britain	1	Hogwarts	7777777777	Lovegood	Luna	12	01.1101.00	Horticulture and Plant Science Systems	Exploring	8/15/2020	8/1/2021	Semesters	0.87	0.00	1	8/8/2022

**Detail Report by Courses Sample:** The detail report will be generated in Excel format and is sorted by student, pathway and course. Each row provides data for a single student in the selected district/school. A student may appear on more than one row if they are enrolled in more than one valid course or more than one valid pathway. The fields provided are Academic Year, District Number, District Name, School Number, School Name, SSID, Last Name, First Name, Grade Level, CIP Code, Pathway, Student Objective, Pathway Start Date, Pathway End Date, Attendance HR Type, State Code, Local Course Number, Scheduled Hours total by Course, TEDS Daily Att Hrs per pathway, Report Run Date

Academic Year	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	Grade Level	CIP Code	Pathway	Student Objective	Pathway Start Date	Pathway End Date	Attend Hr Type	State Code	Local Course Code	Course Type	Teaching Method	TEDS Daily Att Hrs Per Pathway	Scheduled Hours	Report Run Date
20212022	1	Great Britain	1	Hogwarts	1111111111	Potter	Harry	12	01.1101.00	Horticulture and Plant Science Systems	concentrator	8/24/2020		Semesters	10611	Intro to Greenhouse/Crop Prod.		Direct Instruction	1.18	1.18	8/8/2022
20212022	1	Great Britain	1	Hogwarts	1111111111	Potter	Harry	12	01.1101.00	Horticulture and Plant Science Systems	concentrator	8/24/2020		Semesters	10121	Ag Employability Skills		Dual Credit - District Offered	0.00	1.40	8/8/2022
20212022	1	Great Britain	1	Hogwarts	2222222222	Weasley	Ron	11	46.0201.10	Commercial Carpentry Skilled Trades Track	concentrator	9/9/2020		Semesters	460214	Ceiling and Roof Framing	P	Dual Credit - College Offered	2.75	0.00	8/8/2022
20212022	1	Great Britain	1	Hogwarts	3333333333	Granger	Hermione	9	19.0403.00	Consumer & Family Management	Exploring	8/1/2021		Semesters	200113	FACS Essentials	V	Digital Learning Provider	0.75	0.00	8/8/2022
20212022	1	Great Britain	1	Hogwarts	4444444444	Malfoy	Draco	12	50.0401.00	Graphic Design	concentrator	8/1/2019		Semesters	480921	Digital Imaging		Direct Instruction	1.84	0.92	8/8/2022
20212022	1	Great Britain	1	Hogwarts	4444444444	Malfoy	Draco	12	50.0401.00	Graphic Design	concentrator	8/1/2019		Semesters	480922	Advanced Production Design		Direct Instruction	1.84	0.92	8/8/2022
20212022	1	Great Britain	1	Hogwarts	5555555555	Longbottom	Neville	11	01.0101.00	Agribusiness Systems	concentrator	8/14/2020		Semesters	030711	Agriscience		Direct Instruction	1.18	1.18	8/9/2022
20212022	1	Great Britain	1	Hogwarts	5555555555	Longbottom	Neville	11	01.1101.00	Horticulture and Plant Science Systems	concentrator	8/15/2020		Semesters	030711	Agriscience		Direct Instruction	1.18	0.00	8/10/2022
20212022	1	Great Britain	2	Hogwarts	6666666666	Olsen	Nigel	12	01.1101.00	Horticulture and Plant Science Systems	concentrator	8/15/2020		Semesters					1.18	0.00	8/11/2022
20212022	2	Great Britain	1	Hogwarts	7777777777	Lovegood	Luna	12	01.1101.00	Horticulture and Plant Science Systems	Exploring	8/15/2020	8/1/2021	Semesters	30711	Agriscience	1	Direct Instruction	0.87	0.00	8/8/2022

### **Suggested report uses:**

#### **Detail Report by Pathway Report:**

- This report only checks for CTE Attend Hours reported in the first semester or first trimester.
- KDE auditors from the Office of Career and Technical Education will use these reports to check the accuracy of reported CTE Attend Hours.
  - Scheduled hours were calculated similarly to the way the Attend Hours Calculator calculates the hours however, due to complex scheduling the scheduled hours may not match the TEDS Attends Hours exactly and that is ok. Auditors are looking for large gaps, missing data or duplicate counts. Continue using the Attend Hours Calculator for your official TEDS Attend Hours.
- Use this report to check your data before your audit.
- If a student is taking more than one qualifying course in the pathway, the hours will be added together. (Example: Harry Potter)
- If a course qualifies for more than one pathway that the student is currently reported in, only one pathway will be credited in the Scheduled Hours total by course column. (Example: Neville Longbottom)
  - If the report credited a pathway that your district did not, you do not have to change it if you are not crediting more than one pathway for the course. The auditors will see that the other pathway was credited in the report.

*Detail Report by Courses Report:*

- Use this report to see which courses are being calculated in the Scheduled Hours column.
- Students can have multiple rows for multiple courses and multiple pathways.
- If a student is scheduled in a course that is valid for more than one pathway in their TEDS tab, only one pathway can be credited with the course. You can see in the detail report which course was credited. (Example: Neville Longbottom)
- Courses must be scheduled in the standard day to be on the report.
- Courses taught virtually or in a different location than the reported school will report as 0.00 scheduled hours. Schools do not get TEDS Attend hours credit for courses with a Virtual course type and/or with a teaching method of Dual Credit – College Offered. (Example: Ron Weasley and Hermione Granger)
- If a student has a TEDS record but is not scheduled in any qualifying courses, the course information will be blank, and the scheduled time will be 0. (Example: Nigel Olsen)
- If a student has a TEDS record that is end dated before 10/15 of the reporting year, the scheduled hours will report as 0.00 even if there is a qualifying course in the student's schedule. (Example: Luna Lovegood)